



Angelo State University
Operating Policy and Procedure

OP 52.13: Employee Records and Access to Information

ORIGIN

DATE: September 1, 2007

LAST

REVIEW: August 23, 2011

PURPOSE: The purpose of this OP is to establish policy and procedures for maintenance and access of employee records.

REVIEW: This OP will be reviewed in January of odd-numbered years by the director of human resources with recommended revisions forwarded through the vice presidents to the president by February 15th of the same year.

POLICY/PROCEDURE

1. Personnel Records

The official personnel records for hourly and salaried staff are maintained in the Office of Human Resources. The official personnel files of each faculty member are kept in the president's office. These confidential files are used with due regard to professional ethics. Reports made by the university based upon staff personnel commonly deal with summarized data and do not identify individuals. The Office of Human Resources will make every effort to accommodate staff employees' requests to access their personnel records in a timely manner, however, if possible please allow two business days after the initial request before access is made so that the human resources representative has sufficient time to gather the personnel record. A human resources representative must be present when a staff employee is reviewing his/her official personnel file to insure that material is neither removed nor added so that there are no unapproved changes to the contents of the personnel record.

2. Employee Information

With few exceptions, employees are entitled upon request to be informed about the information Angelo State University collects about them; Under Sections 552.021 and 552.023 of the Texas Government Code, employees are entitled to receive and review the information; and, under Section 559.004 of the Texas Government Code, employees are entitled to have Angelo State University correct information about them that is incorrect.

The information that Angelo State University collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.